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FILE *Meeting Minutes*  
*BA*

MINUTES

DD/S STAFF MEETING

3 November 1970

[REDACTED]

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2. Mr. [REDACTED] has been designated as the DD/S Environmental Control Officer. Mr. [REDACTED] reported that planning for the OTR move to the [REDACTED] has been completed; implementation is contingent upon the availability of funds.

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3. Mr. Bannerman has met with [REDACTED] the new D/Special Projects/DD/S&T. [REDACTED] acknowledged the assistance which has been provided to OSP by the Support Services and expressed the hope that the relationship will continue.

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4. Mr. Coffey reported the following items from the Deputies' Meeting of 28 October:

a. A committee chaired by [REDACTED] has been appointed to take another look at planning for inter-Directorate rotation. [REDACTED] will be the DD/S representative.

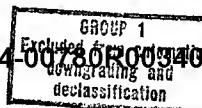
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b. The basic regulation on marriage-to-aliens will remain unchanged but an expanded time frame will permit full security approval on the intended spouse.

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c. The DCI has approved continuation of the summer employment program into 1971, but at a level of 200 which will constitute a 50% reduction.

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d. The partition has been removed in the Rendezvous Room and the entire facility is now open to visitors.

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e. [ ] will chair a committee with Messrs. [ ] to determine how to collect diffused sensitive personnel information. Soft files still contain significant information which should be included in the central files.

f. Project USEFUL will be discontinued.

5. NPIC is planning now for occupying a new building in 1975 on land adjoining the Headquarters Building. [ ] is contacting Support Offices to work up revised NPIC Support staffing and additional supporting needs of our Offices. A 52% reduction in NPIC Support staffing is projected.

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6. To avoid unnecessary requests to PSD/OL for crash publication, at least two weeks should be allowed for the processing of Regulations and Notices which will establish a date for an action.

7. Office Heads are reminded that replies to inquiries from elements of the O-DCI or other Directorates should be sent through the DD/S.

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8. [ ] reported that a survey of records for potential microform applications is now underway. The objective is to reduce the amount of records in storage in those instances where microfilming appears to be cost-effective. Help is needed in identifying appropriate record collections. A memorandum has been sent from DD/S to each Office Head.

9. Mr. Coffey is sending a memorandum to the Director of Training as a result of Mr. Coffey's recent meeting with DD/S Mid-Careerists after the last course. The group reported having no knowledge of where they are going in terms of career development and they had not been involved in planning their own careers or futures.

10. Around the Table

a. Mr. Wattles -- The selection cycle for summer employees will be accelerated to provide rejected applicants a better opportunity to find employment elsewhere.

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b. Mr. Osborn -- Physical security is being tightened subsequent to the receipt of our first telephoned bomb threat last Thursday. Packages and cartons in offices increase the difficulty of bomb search and should be removed where possible.

c. Dr. Tietjen -- There will be a drug display on the main floor next week.

d. Mr. Cunningham -- The Foot Surveillance film, now substantially completed, will run 45 minutes and has cost less than \$7,000.

From 1215 - 1330 on 24 November there will be a Headquarters briefing for the McLean Chapter of the Rotary Club, followed by lunch in the north cafeteria.

Parking will be a problem at the  there are 73 spaces for several times that number of employees and students.

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Support Operations Staff/DD/S

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